Muskegon Community College

BOARD OF TRUSTEES
BOARD MEETING MINUTES

September 21, 2022 – 3:30 p.m.
Room 1300 – Stevenson Center – Main Campus

Present: Chair Osborn, Vice Chair Mullally, Trustee Frye, Trustee Moore, and Trustee Portenga

Absent: Trustee Crandall and Trustee Cook

Chair Osborn called the meeting to order at 3:34 p.m.

1. Trustee Moore moved approval of the Agenda: second. Vote unanimous; motion carried.

2. Public Comments and Presentations

   - Achieving the Dream (ATD) Coaches – Dr. Mary Fifield and Dr. Trudy Bers

     Dr. Fifield, Leadership Coach, served as president at two community colleges. As an ATD coach she has coached more than thirty colleges. Dr. Bers has served as an ATD coach for more than twenty ATD colleges. The ATD Network is a leader in transformative reforms in student success and equity.

     About 45 MCC faculty and staff attended workshops on Tuesday, September 20th. We are focusing on student success and student completion. We reviewed 95 objectives from the Strategic Plan and reduced them to four objectives that will drive the student success component of the strategic plan. The four objectives will be to close achievement gaps for underrepresented students, increase fall-to-fall retention rates, increase college-level credits completed in the first year, and increase the percentage of students who successfully complete Gateway English and Math courses by the end of their first year.

3. Trustee Mullally moved approval of the Consent Agenda; second. Vote unanimous; motion carried.
   A. Minutes
      - Board Meeting Minutes of August 17, 2022
   B. Budget/Finance –
      1. Financial Report
      2. Project(s) at a Glance
   C. Required Approvals

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4. Administrative Reports

A. President's Report

The Board were given photos of them from their Retreat. A larger version of the photo will be placed in the Board Room.

We had a lockdown drill earlier today. The purpose of the drill was to practice the "Hide" crisis response. The Muskegon police department partnered with us. We had some challenges and will go over those at our Friday College Wide meeting. Our Physical Plant staff deserve a "thank you."

The Investiture program draft was shared. Sponsorship information in support of the Investiture and the Jayhawk Hub was sent out and we are over $26,000 at this point. One hundred students have used the Jayhawk Hub so far this year.

Trustee Shon Cook's law firm and Scherdel Sales gave a $1000 donation to the MCC Foundation for the Jayhawk Hub. She advocated for MCC, MCC Foundation and our mission in arranging for Dr. Selmon and Susan Foley to be guests on the Step-It Up Show with Andy O'Riley.

We will be requesting permission to issue an RFP in the October Board packet to solicit bids from 4-year universities for the BSN program.

B. Student Success Report

1. Enrollment – Dr. Conrad reported that we are down 8% in contact hours from last year. We still have credits coming in. We are currently reviewing proposals and interviewing several recruitment consulting firms to help us revise our current strategic enrollment management plan.
2. Student Success Completion Agenda – The ATD coaches did a presentation about the organization and discussed the strategic planning work sessions conducted with MCC staff over the last day and a half.

C. Personnel Report

Kristine Anderson reported we have two new hires, Leslie Nelson (Associate Director of Financial Aid) and Andrew Patten (Technical Director). Internally we have Joanne Koratich (Math Faculty) and Angela Johnston – Goch (Foundation Department Support). Linda Hood (Faculty Coordinator of Center for Teaching and Learning) has retired, and Melissa Linton (Payroll Specialist) will be leaving us.

We recently held a Student Employment Fair, "Earn Where You Learn" with 12 departments participating. We have about 30 student employees now compared to last year when we had 50 and pre-pandemic when we had 150.

5. Business Non-Operational

A. Michigan Community College Association (MCCA) Report

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B. Foundation Update – Susan Foley stated we have moved forward with data base migration.

6. Old Business

7. New Business

A. Student Payment Plan Provider - Trustee Mullally motioned to execute the contract. Second. Vote unanimous; motion carried.

B. Amend the Contract for the Direct Digital Control & Building Automation Control Upgrade Project – Trustee Portenga moved approval. Second. Vote unanimous; motion carried.

C. Approval of Local Strategic Values - Trustee Mullally moved approval. Vote unanimous; motion carried.

8. Board of Trustees Policy Governance – Chair Osborn

A. Review Policy Updates

II. Governance Process

- ✓ 2.10.1 **Board Vacancies** – the office of a member of the Board shall become vacant immediately without declaration of any officer or any acceptance of the Board or its members, upon the death of the incumbent~~, being adjudicated insane~~ ~~or~~ being found to be mentally incompetent….

III. Executive Limitations

- ✓ 4.07.4 **Asset Protection** – Make any purchase or commit the organization to any expenditure greater than ~~$35,000~~ $49,999 without prior Board authorization.

- ✓ 407.5 **Asset Protection** – Unless a sole source item or exceptional circumstances, make any purchases over ~~$35,000~~ $49,999 without soliciting formal quotations (sealed bids) nor make purchases between $10,000 to $35~~,000~~ $49,999 without evaluating at least three quotations. A summary report on transactions from $10,000 and above will be presented to the Board monthly.

Trustee Portenga moved for approval. Second. Vote unanimous; motion carried.

B. Future Agenda Items

9. Announcements

A. Public Comments

Michigan Authors Garden Ribbon Cutting Ceremony is taking place today on the Outdoor Learning Center at 5:30 p.m.

MCC's Practical Nursing Program is ranked #1 in Michigan and the Associate Degree in Nursing (MCC's Associate in Applied Science in Nursing) was ranked #2 by https://www.nursingprocess.org/.

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B. Board Comments

With no further business, the meeting was adjourned at 4:45 p.m.

Minutes submitted by Secretary Nancy Frye.
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